



House of Pacific Relations, International Cottages Inc.
Mailing Address: 2125 Park Blvd, San Diego, California 92101
Location Address: 2294 Pan American Plaza, San Diego, California 92101

Hall of Nations Reservation

House or group applying for reservation:		Date of application:
House President or responsible person submitting application:		Title:
Contact telephone:	Contact email:	
<p>You can check availability at www.sdhpr.org/hon-resv.html. Please fill out this form, sign it electronically and send it as attachment to the scheduler (<i>Click envelope on tool bar</i>) (see email address at the bottom). You can also send the paper form with regular mail.</p> <p>Reservation is confirmed when you receive confirmation <i>by email</i> from the Chair of the Hall of Nations or the Hall of Nations Scheduler. NOTE: You will still be charged if reservation is canceled within 7 days of reservation date.</p> <p>Maximum occupancy for the Hall of Nations is 100 seated and 75 with tables.</p> <p><i>Reservations by ALL non-affiliate groups are subject to the approval of the HPR Executive Board and should be accompanied by a description of the proposed activity for review by the Board. Your group will be notified when your reservation has been approved.</i></p>		<p>The Hall of Nations can not be reserved for the second Wednesday of the month, between 10:00 am and 3:00 pm, or before 5:00 pm on any Sunday. (Refer to the HPR Standing Rules for hall rules and policy.) Indicate below the date and time you wish to reserve the Hall and the name of the event (school, dance/choir practice, membership/committee meeting, concert, dinner dance, etc.).</p>

Weekly Repeating Events

Day of the week	Time frame	With the exception of (months or dates)

Monthly Repeating Events

Week of the month	Day of the week	Time frame	With the exception of (months or dates)

Special Events

Month	Date(s) requested	Time frame	Month	Date(s) requested	Time frame	Month	Date(s) requested	Time frame	Month	Date(s) requested	Time frame
Jan			Apr			Jul			Oct		
Feb			May			Aug			Nov		
Mar			Jun			Sep			Dec		

Check the box below	Hall Rental Fees	HPR Affiliate	Non-HPR Affiliate	Balboa Park Entities
	Indicate the intended use by checking the appropriate box to the left. For more events with different type of usage please fill out another form. Use of the Hall for meetings, practices, events with light refreshments, light snacks, relish trays, sweets defined as hors d'oeuvres. No kitchen use. Four hours max, \$10/ hour thereafter.	\$50.00	\$250.00 (<i>\$150.00 deposit with a separate check</i>)	\$150.00
	Use of the Hall for potlucks and catered events. Light kitchen use like coffee making. Four hours max, \$10/hr thereafter.	\$85.00	\$275.00 (<i>\$150.00 deposit with a separate check</i>)	\$165.00
	Use of the Hall for dinners, food preparation with use of the kitchen. Four hours max, \$10/hr thereafter. Needs training from kitchen manager.	\$100.00	\$300.00 (<i>\$150.00 deposit with a separate check</i>)	\$180.00
	Use of kitchen only. Needs training from kitchen manager.	\$10 per hour	\$15 per hour	\$12.00
	Additional use of the video projector and sound equipment If you check this box too, please submit the separate "Video and Sound System Rental Agreement" as well.	\$30.00	\$60.00	\$45.00

Name of the event(s):

Private? Public?

You must follow the guidelines provided by the City of San Diego and the House of Pacific Relations, International Cottages, Inc. (HPR) when serving alcoholic beverages. A letter must be sent to the Corresponding Secretary for the HPR notifying the HPR of the intent to serve alcoholic beverages. The sale of alcoholic beverages requires a license from the California Department of Alcoholic Beverage Control (ABC).



We want to serve alcoholic beverages during the event

The person signing this application is familiar with the Standing Rules of the HPR as they relate to the use of the Hall of Nations and **agrees to comply with all laws, rules and regulations set by the City of San Diego and the House of Pacific Relations, International Cottages, Inc.** for the use of public property and specifically the Hall of Nations. By signing this form the person agrees to be responsible for the safety, security, and cleanliness of Hall of Nations and its equipment during the period of application. **Please note: no furniture or equipment may be taken from the Hall for use out of doors.** The Hall of Nations is rented on a per use basis and not by the hour. Therefore, all fees will be collected accordingly. **Room capacity is 100 maximum.**

Signature of **House President** or responsible person

Date

****If more than 30 minute setup time is required please indicate amount of time needed:**

Contact	Name	Phone	E-mail
Hall of Nations Chair	Maury Lee	619-395-0296	
Hall of Nations Scheduler	Tom Hay Bauer	231-445-2006	schedulehon@gmail.com